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**From:** Blackburn, Elizabeth [Blackburn.Elizabeth@epa.gov]  
**Sent:** 1/15/2021 5:35:09 PM  
**To:** Orme-Zavaleta, Jennifer [Orme-Zavaleta.Jennifer@epa.gov]  
**CC:** Bhandari, Pradnya [Bhandari.Pradnya@epa.gov]  
**Subject:** Re: Leadership in PAS offices in the upcoming transition

Cool. Need to change the signature Wednesday afternoon :)

Liz

Liz Blackburn  
Chief of Staff

## EPA Office of Research and Development

O: 202-564-2192  
C: 202-436-2453

Sent from my iPhone

On Jan 15, 2021, at 12:18 PM, Orme-Zavaleta, Jennifer <Orme-Zavaleta.Jennifer@epa.gov> wrote:

Jennifer Orme-Zavaleta, PhD  
Principal Deputy Assistant Administrator  
Office of Research and Development  
US EPA  
Office 202-564-6620  
Cell. 919-699-1564  
Sent from my iPhone

Begin forwarded message:

**From:** "Packard, Elise" <Packard.Elise@epa.gov>  
**Date:** January 15, 2021 at 12:16:38 PM EST  
**To:** "Payne, James (Jim)" <payne.james@epa.gov>, "Henry, Tala" <Henry.Tala@epa.gov>, "Dunham, Sarah" <Dunham.Sarah@epa.gov>, "Sawyers, Andrew" <Sawyers.Andrew@epa.gov>, "Breen, Barry" <Breen.Barry@epa.gov>, "Starfield, Lawrence" <Starfield.Lawrence@epa.gov>, "Bloom, David" <Bloom.David@epa.gov>, "Orme-Zavaleta, Jennifer" <Orme-Zavaleta.Jennifer@epa.gov>, "Vizian, Donna" <Vizian.Donna@epa.gov>, "Nishida, Jane" <Nishida.Jane@epa.gov>  
**Cc:** "Bertrand, Charlotte" <Bertrand.Charlotte@epa.gov>, "Carpenter, Wesley" <Carpenter.Wesley@epa.gov>, "Talbert-Duarte, Angelia" <talbert-duarte.angelia@epa.gov>, "Sweeney, Stephen" <Sweeney.Stephen@epa.gov>, "O'Lone, Mary" <OLone.Mary@epa.gov>  
**Subject:** Leadership in PAS offices in the upcoming transition

All,

Hi all,

I wanted to capture in one place for everyone the Agency's arrangements for continuity of leadership functions as of the date of the Inauguration, and associated titles, subject to change, of course, when the new team arrives.

#### Acting AAs

Several of you will automatically become Acting Assistant Administrators by virtue of your principal deputy "First Assistant" status. You will be performing the functions and duties of the Assistant Administrator in your capacity as Acting Assistant Administrator. Your acting tenure will last for a period of 300 days (until November 16, 2021) but that time will become extended if the President submits a nomination for the position on or before then. In that case, you will remain Acting Assistant Administrator until the Senate acts on the nomination (confirm, reject, or return) or the nomination is withdrawn, which would start another acting period (we'll talk about that when and if we get there).

Those that will have the Acting AA are the career First Assistants in OLEM, OECA, OCFO, ORD, OITA, and OMS.

#### Delegated Duties of the AA

Others of you serve in Offices where the First Assistant was a non-career official who will be separating from federal service. For continuity of management in your Office, the Administrator will be signing delegations of authority for you to perform the delegated functions and duties of the Assistant Administrator using your position of record. Your title will be: CURRENT TITLE, performing the delegated functions of the AA. These delegations are drafted to terminate on the earlier of the appointment of an AA or the appointment of a principal deputy. Depending on the timing of the Administrator's signature of these delegations, this arrangement will become operative upon the effective date of the PDAA's resignation (i.e., potentially before Wednesday).

Those who will be using their normal titles, with the addition of "performing the delegated functions of the Assistant Administrator" after their title are designated career officials in OGC, OCSPP, OAR, and OW.

#### Acting Administrator

Recently, the Executive Order establishing the Order of Succession for the EPA Administrator was revised. The new E.O. now provides that, in the event of a vacancy in the Administrator and Deputy Administrator positions, the first career official in the Order of Succession is the Associate Deputy Administrator for Programs, Charlotte Bertrand.

#### Subject to Change

All of these arrangements are subject to change, upon action by the President that may change these default arrangements to direct a different EPA official to serve in an acting capacity. The delegated duties are also subject to change by a new Administrator or Acting Administrator.

Please let me know if I can answer any questions.

Thanks,

Elise

Elise B. Packard  
Deputy General Counsel for Operations  
U.S. EPA Office of General Counsel, Rm. 4020A  
(202) 564-7729